



DEPARTMENT OF THE ARMY
HEADQUARTERS 4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544-5200

REPLY TO
ATTENTION OF

AFYB-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Officer Assignment and Management Policy

1. REFERENCES.

- a. III Corps and Fort Hood Regulation 614-100, Officer Assignment and Management.
- b. Department of the Army Pamphlet 600-3, Commissioned Officer Development and Career Management.

2. PURPOSE. This policy governs officer assignments and management, in particular, company grade branch qualification and field grade professional development.

3. APPLICABILITY. This policy applies to all subordinate units in 4th Infantry Division (Mech).

4. POLICY.

a. Commander's Objective. My objective is to maintain an equal distribution of the officer population between brigades while promoting fair and equal treatment to ensure all officers are provided the opportunity, based on mission priorities, for career progression. Officers in the senior year groups of any grade, who have completed prescribed military education levels, will have priority for filling Key Developmental (KD) positions. The must fill positions by-grade and specialty throughout the Division are: commands, Division primary and special staff, brigade primary staff, and battalion/brigade executive officers and S3s. All other positions will be filled as officer population supports.

b. Tour Objective. Time on station is no longer a primary consideration for Permanent Change of Station (PCS) moves, however all officers will be looked at for PCS at 36 months time on station to fill professional and Army requirements. Brigades must identify officer losses early, cross-level internally, and coordinate with the ACoFS G1 to fill shortages.

c. Brigade/Battalion Command. The Army Policy for brigade and battalion command is 24 months (36 months for Lifecycle Units). Anything other than exactly two years in command requires an extension or curtailment. Requests for extension or curtailment of brigade/ battalion commands will be forwarded through command channels to the ACoFS G1 for my endorsement. Submission of a request does not constitute approval. Accordingly, units will not publish invitations or commit resources prior to explicit approval being granted by higher headquarters.

d. Majors. I will manage and approve all field grade assignments in the Division. Field grade officers will not be moved to a new position, once assigned, without my explicit approval. Requests to move field grade officers will be submitted through the ACoFS G1 for my approval.

(1) Officer Eligibility. Every major assigned to the 4th ID will have an opportunity to serve in one or more field grade KD position for 24 months (+/-6 months) prior to being considered for promotion to lieutenant colonel in the primary zone. The ACoFS G1 manages the 4th ID field grade Order of Merit List (OML).

(a) Officers who have completed Military Education Level 4 (MEL-4) resident or non-resident, will have priority to serve in field grade KD positions.

(b) Officers who have not completed CGSOC but fall under the ILE concept will be assigned to a field grade KD position based on the division OML, ILE availability dates, and primary zone consideration dates.

(c) Commanders will counsel, in writing, those officers fully eligible but not assigned to a field grade KD position because of performance shortcomings.

(2) Tour Length. Officers will generally receive 24 months (+/-6 months) of KD time. This is in compliance with DA PAM 600-3. However, unit operational requirements and lifecycle requirements will dictate the actual duration. Officers with more than 24 months of KD time will generally not fill a KD job unless no other qualified officer is available on the OML. I will consider branch qualified officers to fill brigade/division level professional development positions when feasible.

e. Captains.

(1) Company Commander. The tour length for company command will be 18 months (+/-6 months). Captains, who have completed the captain's career course (CCC) and have not commanded a battery/company/troop or equivalent, will be considered for that opportunity. Serving 1LT(P)s and Captains that have yet to attend CCC can also command if approved by the Commanding General. All company commanders will normally serve time on a battalion, brigade or division staff prior to assuming command. To ensure brigade commanders are aware of all captains eligible for command in the division, the Division G1 will maintain a division infantry and armor OML, and the Fires Brigade Commander, Division Engineer, G2 and G6 will maintain command OMLs for field artillery, logistics, engineer, military intelligence and signal corps officers respectively, and are available to provide career progression recommendations. These OMLs are tools to assist brigade commanders in developing their brigade OMLs, and also ensure that all eligible captains are considered for command before their primary zone to major. Commanders need to ensure that they track Soldiers that need to be released for CCC to provide the division the opportunity to requisition CCC graduates to fill company command positions.

(2) Headquarters Company Command. The size and complexity of a headquarters company requires a strong, qualified captain. I will make every effort to ensure the headquarters companies, especially the Division Troops Company, will be a second command for a captain. Due to Army wide KD qualified captain shortages, HRC will only commit to 24 months cumulative time in command for

second commands. Commanders must identify captains within the first few months (6-8 months) of their first command tour in order to properly plan for second command opportunities.

f. Lieutenants.

(1) Lieutenants will be assigned to the lowest level possible for professional development. My objective is for lieutenants to spend their entire tour as a lieutenant at the company level. Brigade commanders must approve all lieutenants assigned to battalion or brigade staffs.

(2) Branch Detail. Adjutant General and Military Intelligence lieutenants are detailed for four years. Conversion to the donor branch occurs at 4 years of commissioned service at which point the officer will be reassigned into those specialties. Signal, Finance, Transportation, Ordnance, and Quartermaster lieutenants are detailed for two years and will attend a transition course at the two year mark coordinated by their basic branch. Branch detailed officers will be assigned to a position corresponding to their basic branch. However, mission requirements and readiness may require these lieutenants to briefly continue serving in their detailed position or to move to a donor branch prior to their transition course. Coordinate with the ACofS G1 for assignment of branch detailed officers two months prior to the end of their branch detail tour.

g. Specific Branch Management. I will rely on my senior branch specific leaders as identified below to assist the ACofS G1 in managing the distribution of specific branches. Final approval authority for distribution of all personnel rests with the ACofS G1.

<u>Branch</u>	<u>Senior Branch Leader</u>
AG	G1
AV	AV BDE CDR
CH	DIV CH
EN	DIV ENG
FA	FIRES BDE CDR
JA	SJA
LOG (TC, OD, QM)	G4
MS/MC	DIV SURG
MI	G2
SC	G6


h. Assignment Orders. Brigade S1s and specific branch managers will coordinate with the ACofS G1 for publication of orders for reassignment of officers between brigades. Brigade S1s are responsible for publication of assignment orders for moves internal to their respective brigades.

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5. POC for this policy is the ACoFS G1 Strength Manager at COM: 254-287-7041 or DSN 737-7041.

"Steadfast and Loyal"

A handwritten signature in black ink, appearing to read 'JWH', with a long horizontal stroke extending to the right.

JEFFERY W. HAMMOND
MG, USA
Commanding